

NASA OD/Coaching Solicitation  
Representative Task Orders  
RTO #1

**Representative Task #1**

The contractor shall provide all the necessary resources to plan, design, and deliver an Organization Development & Coaching assessment and intervention for the senior management team at Ames Research Center around the topics of strategic planning and team cohesion/alignment. The senior management team includes 12 Executives including the Center Director, Deputy Center Director, and 10 other direct reports for each line of business.

**Task proposal Deliverables include:**

- An overall process, design, and methodology with specific OD and Coaching components related to strategic planning and team cohesion/alignment for the team.
- Detailed outline and methodology for the OD assessment and intervention that includes, but is not limited to, team and individual components.
- Detailed outline and methodology for coaching that includes, but is not limited to, team and individual components.
- Description of how the overall activity as well as each individual component will be tracked on a team and individual basis.

**Specific Deliverables include:**

- A detailed project plan
- Proposed assessment (be specific in your recommendation) and debriefs for the leadership team (12 people) and key players (20 people) that includes both organizational and individual components.
- Team building retreats and workshops incorporated as part of the overall design and proposed approach that include but are not limited to the establishment of shared vision, goals, and behavioral norms for the team
- Coaching for the team and each individual member of the team
- Final Report, Analysis of Results, and Recommendations
- Staffing Plan with specific labor categories identified

**The following requirements should be considered as part of the design:**

- OD delivery is not to exceed 200 hours
- Each executive shall receive 12 hours of individual coaching

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- Period of performance is January 1, 2014 through December 31, 2014.
- Instrumentation, assessments, feedback gathering, etc. for team and individuals should be included as part of the overall design of the intervention and should not exceed the allotted hours.

**Cost Breakdown for each deliverable, requirement, or major task item should include:**

- Planning, design, delivery, of the overall activity as well as individual and team components
- Labor categories and hours proposed
- Other than Direct Costs (ODCs)
- Any other costs incurred

This is a Time & Materials task